



BINARY COLLEGE

STUDENT HANDBOOK

Name:

Address:

Telephone No.:

Email Address:

Course Enrolled:

Binary College City Campus
22-26, Jalan Ipoh Kecil Off Jalan Ipoh
50350, Kuala Lumpur
03-4041 8562/92
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1.0 General

1.1 Introduction

Binary College holds the reputation of being an institution of Higher Learning that demands high standards of personal behavior, discipline and general conduct. Students must at all times remember that as future leaders, you have responsibilities to shoulder.

The handbook contains information which is helpful as a guide. Rules and regulations must be adhered to at all times. The content of this handbook is not exhaustive, where students are to ensure that they seek information and clarification where not stated or not clear in their term of studies in the College.

1.2 Intake Schedules and Administration

- a) The major intakes will be in the months of March, May and July of each year. Other intakes may be depending on the situation.
- b) Each student is granted admission to the College will be issued an offer letter, a Student Identification Card showing his/her name, Index number, photograph and the course for which he/she is enrolled. It is your responsibility to ensure that you have all these items no later than 1 month after admission.

1.3 Academic Calendar

A typical academic calendar consists of 3 semesters and shown below:

	Semester 1	Semester 2	Semester 3
Teaching duration	14 weeks	14 weeks	7 weeks
Study break	1 week	1 week	1 week
Examination Period	2 weeks	2 weeks	2 weeks
Semester Break	wba	wba	wba

*wba: will be advised

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1.4 Compulsory Subjects

- a) As per requirement by MQA, Malaysian students must attend and pass the 3 compulsory subjects namely Pengajian Islam/ Moral, Bahasa Kebangsaan and Pengajian Malaysia.
- b) International students are exempted from taking the compulsory subjects
- c) It is your responsibility to ensure that you attend all these modules are not offered every semester/year.

1.5 Time Tables

- a) Each student is required to attend all classes as per the given time table for each semester.
- b) Subjects may not be offered in the sequence as shown in the information sheet.

1.6 Attendance Policy

- a) All students must wear their student card at all times when they are in the campus. A penalty will be imposed on students who fail to do so. The implementation of the penalty is normally done by the student council.
- b) A minimum of 80% of attendance is compulsory for each subject in order to qualify to sit for the examinations. Those who do not meet this requirement is barred from the final examinations.
- c) Independent Learning also requires 80% attendance..
- d) Absence due to health or other valid reasons must be notified (in writing) to the management.
- e) An absenteeism letter will be issued to the student/parents at every end of the month for both classes and independent learning. Where in any circumstances, the parents/guardians must acknowledge.
- f) Students will be notified of any cancellation of class. Students must ensure that changes in contact details must be notified to the management in the shortest due course.

1.7 Deferment Policy

- a) Students are strictly not allowed to defer their studies on their own accord. A written approval must be sought from the management, where only an official written reply determines your deferment.

1.8 Communication Policy

- a) All students are required to communicate formally, where matters pertaining to academic or non academic issues must be written.
- b) Any complaints about lecturers/staff must be made in writing to the management. These issues will be brought to Head Quarters if necessary.

1.9 Intellectual Property Policy

Any projects, assignments or group work done in the course of completing the programme of study will automatically become the property of the college.

1.10 Cleanliness

Separate toilets for males and females are available. The College employs an attendant for cleaning purposes, but individual cleanliness is important to be maintained at all times.

1.11 Smoking and Gambling

Smoking and any form of gambling is strictly prohibited in the College premises. Unruly and embarrassing behavior will be dealt with severely.

1.12 Mobile Phones

Usage of mobile phones during class is strictly prohibited. Students must switch off their mobile phones at all times during class, where lecturers have the right to dismiss students who his or her failure to adhere to this rule.

1.13 Registration

Upon registration, students are to include

- a) A copy of the student's SPM certificate. Photocopies of results will be accepted in a temporary basis to expedite processing, but all submissions will not be finalized until the official certified transcripts are received.
- b) Two passport size photographs
- c) Photocopy of identify card/passport.

2.0 Code of Conduct

2.1 General Code of Conduct

- a) ID cards need to be worn at all times, where the management has the right to question any student around the College premises without it.
- b) Dress code should be observed at all times. Executive days are normally held on Mondays and T-Shirt days on Wednesday. However, this depends on the student council regulations.
- c) Punctuality for class must be observed at all times. Late comers will be given verbal warnings, and four accounts on being late will equate to one day of being absent.

2.2 Administrative Matters

- a) Announcement of forthcoming EXAMS, PUBLIC HOLIDAYS and any other administrative announcements are made through notice boards or posters around the College. Claiming ignorance will not be accepted.
- b) All assignments must be handed to the coordinator. The acknowledgement slip should be included in the assignments, where the student's signature and date must be present to validate the hand in time. Late submission will be penalized accordingly.
- c) The library opens from 8:30 am to 5:30 pm from Monday to Friday and from 8:30 am to 1:30 pm on Saturday. Students who wish to enter the library must surrender their identification card to the Librarian. Those who enter for the purpose of Independent Learning must register with the Librarian as well as surrender their identification card.
- d) Operation hours for the College
 - i. Monday – Friday: 8:30 am – 8:30 pm
 - ii. Saturday : 8:30 am – 1:30 pm
- e) The computer lab is open throughout the time the College is open. During the commencement of classes in the lab, students who are not enrolled in that particular class is not allowed to enter.
- f) The College organized by the student council. It is encouraged that all students participate in this event.

2.3 Serious Offences

The following are serious offences which can result in expulsion or suspension.

- a) Theft of any belonging to the college or other students
- b) Vandalism of any property of the College
- c) Fights with any students
- d) Smoking within the College premises
- e) Poor attendance, i.e. missing classes for a period exceeding 3 days without written approval/notice.

- f) Plagiarism and cheating in exams
- g) Non-payment of tuition or other fees.

Note 1:

College equipment and furniture should be treated with care. One should not damage, destruct or deface any of the belongings of the college. Breach of this will result in students having to pay for the total costs of replacing/repairing the damaged

Note 2:

The distribution of unauthorized circulars and literature in the College premises is forbidden. However student mat distribute these items upon approval of the management.

Note 3:

The College will not be responsible for any loss suffered by students irrespective of whether it due to his/her own negligence or not. Items lost or found should be reported and handed over to the Management.

Note 4:

Any notices that one wishes to place around the College premises must be authorized by the Management.

Note 5:

Bringing tape recorders, radio or any other sound equipment must be authorized by the management.

2.4 Leave of Absence

Students must seek written approval from the Management before deciding to take any leave. Often students make their own plans to go back to their hometown without getting the consent of the Management. This is an offence and students must be prepared to face the consequences such as to repeat the whole semester upon returning (with tuition fees repaid) or cancellation of visa.

3.0 Finance

3.1 General Rules and Regulations

- 3.1.1 A registration fee of RM650 is to be paid every year.
- 3.1.2 Students have the option of paying fees on a cash, semester or monthly basis.
- 3.1.3 All tuition fees must be made by the 10th of each month irrespective of the date of commencement of the course. Students who do not comply with this directive will be deregistered from the course and will be suspended from the College. The College will not release any transcripts or results until all fees penalties are cleared.

- 3.1.4 Fee for students under the PTPTN loan scheme or bank loan will be calculated based on monthly payment mode of RM250 until the payment of the loan is made. He or she will be given a grace period of 14 days to fully settle the debt upon the release of the 1st loan. Subsequently, the loans will be directly credited into the College's account.
- 3.1.5 All appeal with regards to payments must be addressed through an official letter to the management for the approval from the management.
- 3.1.6 Students must settle all outstanding tuition fees and exam fees before they are allowed to sit for any examinations.
- 3.1.7 All students including those who have graduated need to produce all their internal transcripts and should also settle their fees before their remaining transcripts can be released.

3.2 Tuition Fee: Payment Methods

3.2.1 Full Payment

A person who pays entire tuition fees (i.e. for the entire 2.5 years for diploma) will enjoy cash discounts for all years and the student is protected from any future increase in tuition fees for that year only.

3.2.2 Yearly Payment

- a) A person who pays the one year tuition (yearly) fees in one lump sum is eligible for cash discount and is protected from any increase in tuition fees that year only.
- b) Cash discounts can only be provided to those who pay in one lump sum unless written approval is given by the management to the state otherwise.
- c) A person who pays in one lump sum cannot enjoy cash discounts if he/she withdraws from the programme in the next semester, in which case all prior semester fees will be calculated on a semester basis.

3.2.3 Semester Payment

- a) A person who pays on a semester basis will be protected of any changes in fees only for the following semester. As such he/she may be required to pay increased fees thereafter.
- b) Students are required to make arrangements for the following semester payment prior to the commencement of the next semester. Any delays clearing the next semester fees will be subjected to a fine.

3.2.4 Monthly Payment

- a) Anyone who wishes to pay fees on a monthly mode must apply in writing and seek approval from the Management.
- b) Students paying on a monthly basis who wishes to withdraw must inform in writing at least 2 weeks before such withdrawal can take effects. School applicants must be approved by the Management. Absenteeism from the monthly or remainder fee from the semester unless the person has received the approval from the Management.
- c) Suitable action will be taken to recover the remainder fees in the event students do not adhere to this policy.

3.3 Study Loan

Any student who enrolls on a programme and applies for a study loan from a bank or the Government e.g. PTPTN/MARA is regarded as having agreed to pay fees on monthly basis. Loan is distributed to the College. Disbursement means the College actually receives the funds from PTPTN or the bank. This only applies after the 1st payment.

The College can only assist in the application of the study loans, where a briefing will be conducted prior to the application. Students are required to open an SSBS account at any CIMB branch.

3.4 Refund Policy

Fees paid are neither transferable. This statement can be found in the student's payment receipts. This also applies to all tuition, exam and other fees paid.

Payments are classified as yearly payment, semester payment, and monthly payment. Other payments include study loans, exam fees and processing fees including late payment penalties, etc.

3.4.1 Students who have paid or agreed to pay on a yearly payment basis and decides to withdraw from a program will be treated in the following ways.

- a) **Decides to withdraw before the course begins:**
Registration fees will be forfeited.

- b) Decides to withdraw after 1 week:** Same as (a) plus liable to 100% of the first semester fees.
- c) Decides to withdraw after 1 month:** Same as (a) plus liable to pay 100% of the first year fees.

3.4.2 Students who have not paid or agreed to pay on a yearly payment basis who decides to withdraw from a programme will be treated in the following ways.

- a) Decides to withdraw before the course begins:**
Registration will be forfeited
- b) Decides to withdraw within the 1st week of commencement of classes:**
Same as (a) above plus liable to pay 50% of first semester fees.
- c) Decides to withdraw after 1 week:**
Same as (a) plus liable to pay 100% of first semester fees.

Note: A student who has NOT paid any tuition fees will still be liable to pay as outlined in 3.4.1 and 3.4.2 as long as the student has agreed to pay a contained in the registration form.

4.0 Examination Regulations

4.1 General Rules of Examinations

- 4.1.1 For every examination, students need to “ENROL” prior to collecting the examination docket. This exercise will be carried out by the coordinator. Students without the examination docket are not allowed to sit for any examination. The enrollment should be done latest by one (1) week before the schedule of examination dates.
- 4.1.2 The announcement of examination results will be posted on the notice board and a copy will be given to the student.
- 4.1.3 Any appeal for remarking or review of examination and assessment should be made in writing within ONE WEEK of the announcement of the results. An appeal fee of RM 50 per module must be paid before any review can be done.
- 4.1.4 After the announcement of results, the result slips will be made available.
- 4.1.5 A minimum of 80% of attendance is compulsory for each subject in order to sit for each subject in order to qualify for the examination. Students who do not meet the requirement, will be barred from taking the relevant examination and need to retake the subject by paying 50% of the tuition fee for each subject.
- 4.1.6 Those who are absent due to ill-health or other valid reason must notify the Management within 3 days from the date of examination. Failure to do so would result in the student having to sit examination by paying the examination fee.

4.2 Resit /Retake Policy

- 4.2.1 Upon failure in obtaining a minimum aggregate mark of 40% the student has the option of re-sitting or re-taking the examination.
- 4.2.2 Re-sit is where the student re-sits the paper in which the student has failed without the necessity of attending classes. This option is only open to students who have failed in their examination once.
- 4.2.3 Re-take is where the student re-takes the entire subject. Students who fail the first time can also chose this option if he/she needs to attend lectures again. However, this option is made necessary for students who have failed in the first and second re-sit.

4.3 Plagiarism/Copying

Copying another person's work, in part or whole, cutting and pasting from the internet are SERIOUS OFFENCES. The penalty is an outright FAIL.

- 4.3.1 Such student will be only allowed ONE RESIT failing which the students will have to retake (repeat) the module by paying the full fee and attending classes. While students are encouraged to work together in teams, they cannot produce the same piece of work. Students are expected to keep in possession of all the relevant materials such as reference articles to show proof of their own work.
- 4.3.2 Copying in the examination is serious offence. Students found with scripts/papers/other materials pertaining to the assistance in gaining more marks will get an automatic FAILURE grade.

4.4 Examination Start Time

- 4.4.1 Student must be in the examination hall at least 15 minutes before the examination begins to utilize the entire duration allocated for the examination
- 4.4.2 Candidates arriving late up to 30 minutes after the start of the examination may be allowed to take examination, but in normal circumstances will not be allowed any extra time beyond the time fixed for the examination to close. In exceptional circumstances such as illness, traffic jam or flood, etc.
- 4.4.3 Those who report after 30 minutes will be barred from taking the examination.

4.5 Maximum Time to Graduate

- 4.5.1 The maximum period for diploma students to graduate is 5 years.
- 4.5.2 In exceptional cases a student may be allowed a longer period provided the Management approves a written request from the student.

4.6 Certificate and Transcripts

- a) Upon completion of a year of studies, students are eligible to be given the FULL TRANSCRIPT. Students will have to make a written request for this and transcripts will be made available after TWO WEEKS from the date of your request. This must be made to the Management. To qualify, students must not have any pending payments to the Library or Fees.
- b) Requests for transcripts will only be entertained within 18 months of successful completion of your course. The College keeps its record up to only 5 years. If the request is beyond 18 months, students will have to pay an administrative fee of RM300 and provide a minimum of 2 week notice.
- c) In order to seek replacement of transcripts/certificates students must lodge a police report and provide a copy to the management. The College is not obliged to replace transcript/certificate if it has reasons to believe that such a request is tainted with fraud. In such cases, it is the responsibility of the students to provide evidence that his/her claim is true. Such students may also be called to face the Academic Board in order to verify certain facts. Replacement of Binary certificates will be charged RM100 where as transcripts RM 25.

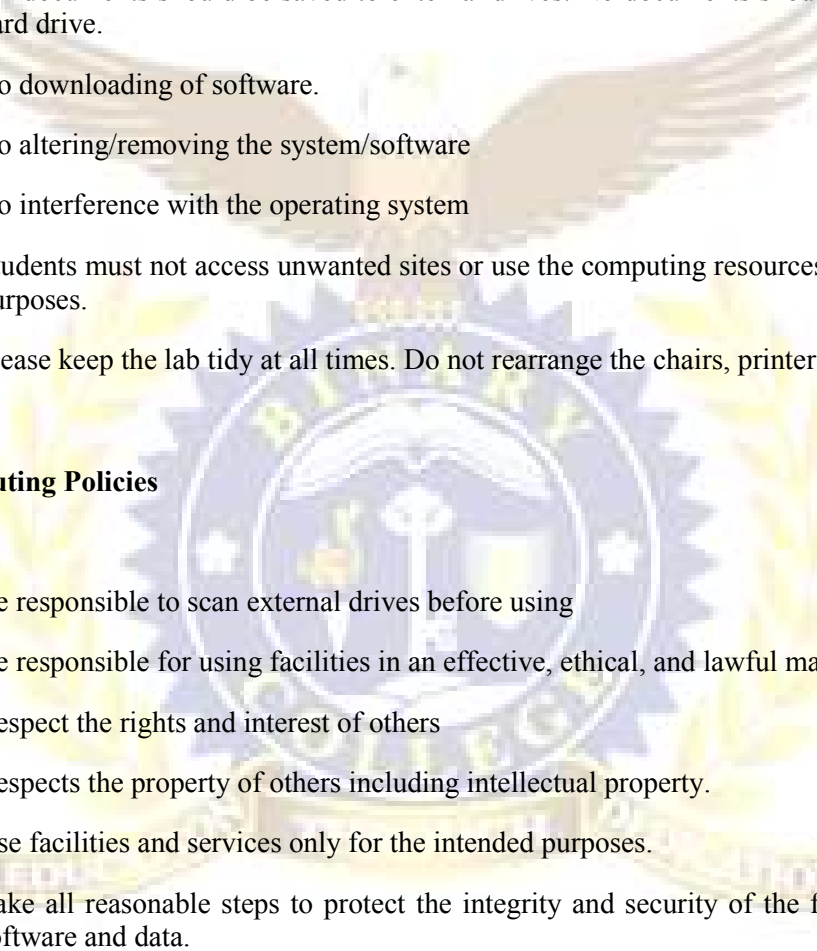
4.7 Computing Regulations

All labs are open to the entire student community in Binary College. Each lab is equipped with the necessary hardware and software.

4.8 Wireless Connectivity (Wi-Fi Hotspots)

- a) The College provides wireless (Wi-Fi) connectivity at selected hotspots within the campus. This facility is provided free of charge to students at selected Wi-Fi hotspots.
- b) Normal internet connectivity on the other hand is available in the computing labs.

4.9 Lab Policies

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- a) Do not leave your computer unattended.
 - b) Do not leave your bag or any valuables inside the lab. The Collage will not undertake responsibility should you lose something.
 - c) When machine in the lab is faulty, please fill the relevant form or inform the Management as soon as possible.
 - d) Food and drinks are not permitted into the lab at anytime.
 - e) All documents should be saved to external drives. No documents should be saved on the hard drive.
 - f) No downloading of software.
 - g) No altering/removing the system/software
 - h) No interference with the operating system
 - i) Students must not access unwanted sites or use the computing resources for any unethical purposes.
 - j) Please keep the lab tidy at all times. Do not rearrange the chairs, printers or computers.

5.0 Other Computing Policies

Users shall:

- a) Be responsible to scan external drives before using
- b) Be responsible for using facilities in an effective, ethical, and lawful manner.
- c) Respect the rights and interest of others
- d) Respects the property of others including intellectual property.
- e) Use facilities and services only for the intended purposes.
- f) Take all reasonable steps to protect the integrity and security of the facilities including software and data.

6.0 Library Regulations

- a) Full time students are allowed to borrow two books for up to four days. Part time students are allowed to borrow up to seven days.
- b) All students are allowed to renew a book after its expiry date provided that there are no others on cue.
- c) A fine of RM 1.00 applies per day per book for late return

- d) Students are not allowed to borrow book until they pay the fine due
- e) No one is allowed to borrow reference books unless special permission is obtained from the Management.
- f) Students who are staying too far from the College may have their books renewed via phone during the holidays. However, no students are allowed to do this repeatedly.
- g) Silence should be observed at all times while in the library. Please speak softly should you need to speak.
- h) Please do not talk, whistle or make jokes while in the library
- i) You are not allowed to bring food or drinks when you are in the library. You will be prohibited from entering the library if you do so.
- j) Do not throw rubbish on the floor. Please use the rubbish bin.
- k) Students are not allowed to mess the books that are arranged in the shelves.
- l) Books or magazines must be returned to the place where you too it from.
- m) Discussion is small groups is allowed in the discussion room.
- n) If you breach any of these library regulations, you may not be allowed to enter the library or borrow any books for that semester.
- o) Library hours
 - Operation:
 - Mon-Fri : 8:30 am – 5:30 pm
 - Saturday : 8:30 am – 1:30 pm

7.0 Graduation Policy

The senate of the university is the body that requires quality assures all academic matters; including the award of all degrees and diplomas. In order for students to graduate with any of the degree or diploma conferred by the University/College students must:

- a. Attain a minimum CGPA of 2.0 in all the semesters of the said course or attain minimum C grade in all the subjects.
- b. Clear all tuition and exams fees owing to the college.
- c. Return all library books owing to the College

8.0 Scholarships : Terms and Conditions

- a. Scholar's grades should be maintained at a minimum CGPA of 2.5 every semester.
- b. Scholar's conduct and discipline should be exemplary at all times
- c. Scholars must have at least 90% attendance record every semester.
- d. Scholars must take part in at least 1 extracurricular activity each year.
- e. Scholars must volunteer to help student sports and promotional activities when required.
- f. If scholars quit from the study programme before completion of the course enrolled for or expelled due to academic reasons, scholars are required to pay back the College the scholarship amount.
- g. Scholarship offered to pursue a specific programme which is awarded by Binary College (Kuala Lumpur). If scholars change from the original programme for which the scholarship is given, scholars MUST pay back the scholarship amount to our College before any transcripts can be issued.
- h. Scholars are not bonded by this scholarship and hence not serve our College/company.
- i. If the student has been offered full or partial scholarship, the student must:
 - First accept the offer by signing and returning the acceptance letter, failing which the scholarship offer is not valid.



The logo of Binary College features a central emblem with a book, a lamp, and a gear, surrounded by a circular border with the text 'BINARY COLLEGE'. Below the emblem is a banner with the motto 'EDUCATION THROUGH DISCIPLINE'. The entire logo is set against a background of a stylized eagle with spread wings.

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